

SALEM SCHOOL BUILDING/CONSTRUCTION COMMITTEE
MEETING MINUTES
APRIL 27, 2011

Attending:

Elbert Burr, Chairperson

John Bernier

Steve Buck

Allyson Geida

Robert Green

William Weinschenker

Chairperson Elbert Burr opened the meeting at 6:45 PM.

1. Approve Minutes

M/S/C (Weinschenker/Bernier) to approve the April 20, 2011 Meeting Minutes as presented.

Vote: Approved Unanimously

2. Interviews with proposed Architects

E. Burr informed the Committee that questions will be ranked 1 (lowest) to 5 (highest) for each Architect firm.

No decision will be made tonight on what Architect firm will be chosen.

7:00 PM A M Design Architects, Inc.

Adam Kornafel, Selina Jones and James Jones (BVH Integrated Services)

An explanation about the company started the presentation.

A listing of school project they have worked on, along with available contractors, phase construction, starting availability, change orders, etc. were discussed.

A. Geida asked about timelines and if staying on schedule is hard for the firm. Committed told that their past clients have been satisfied.

R. Green asked how they relate to the BOE. Committee informed the firm will be available on an as needed basis.

S. Buck asked about a construction manager. The Committee was informed this would take a separate selection process to hire one.

E. Burr questioned how they monitor the quality of work and if timelines stay on schedule. The Committee was informed the firm documentation helps monitor work and they have never missed a deadline.

W. Weinschenker asked what was the firm missing in order to submit the bid. The Committee was informed the firm would have liked more access to information before placing the bid and more environmental questions for the "unknown".

7:50 PM Moser Pilon Nelson Architects

Hugh Pierson, Lucian Dragulski

Hugh Pierson presented the Committee with a booklet of the presentation (see attached). They would like to be aggressive with the boiler project so this summer replacement will be done. The air ventilation was discussed along with structural concerns of the roof and where the units should be placed.

Work will be done in 6 (six) phases.

E. Burr asked about change orders.

R. Green questioned about BOE and Superintendent change that will happen in the next year.

H. Pierson stated they will be available as needed.

S. Buck asked how the duct work would be installed in the classroom area for ventilation. L. Dragulski stated ducts would be wrapped for low noise.

J. Bernier asked if a construction manager should be used. H. Pierson stated if one is used; it would be an extra expense to the town.

A. Geida questioned the quality of work. Every two weeks would be on site and walk through the project to make sure work is what is expected.

8:30 PM Silver/Petrucelli Architects and Engineers

Bill Silver, Dean Petrucelli, Steve Connelly, Ken Sgorbati, and John Ireland

B. Silver explained company and past projects. Also phase work of project, budget and reimbursements.

D. Petrucelli explained how the project would be planned out.

S. Connelly explained working with the hazardous materials and how it would be handled.

K. Sgorbati discussed the engineering group, air quality work and the HVAC concept.

J. Ireland explained he would be the day to day contact on the project, management and schedule control.

E. Burr asked if schedule are kept for the project. The Committee was informed the firm has been ahead of schedule on projects.

J. Bernier asked about general construction/contractor. The firm will have a day to day point of contact.

W. Wienschenker asked about the engineering on the project. 60% of the project is engineering. The firm considers this a very practical project, not a lot of unnecessary expense.

R. Green informed the firm of the changes that will be taken place with the BOE and Administration changes. The firm will be available to attend BOE meetings.

S. Buck asked about the ventilation and boilers. The Committee was informed the boilers could be done in 8 to 12 weeks.

A. Geida asked about the phasing of the project. The firm explained how parts of the building would be worked on.

Tom Arcari, Kevin McFarland

There will be key people in the firm that will be assigned to the project.

Explained about firm and talked about comparable projects the firm has worked on that are similar to Salem's project.

They will try to get as much reimbursed by the state as possible. They explained how past work had received reimbursement which normally do not.

Discussed how the areas in the building will be done, along with schedule of the work which would be done in phases.

Phase one would be design and boiler project, this work will start once a letter of intent is received.

The work would be done in the least amount of disruption for the students as possible.

They would make the project as environmentally responsible design as possible; the most "green" that they could.

Professional cost manger and a construction manager would be in house.

Information was given to the Committee concerning the State law change and how it might affect future projects.

The firm believes communication between all parties involved is the key to a successful result on the project. There is no limit on visits to the project site.

E. Burr asked about change orders and how they would be handled. They informed the Committee attention to details and documents helps keep the change orders at a minimum.

S. Buck asked if regular site meetings take place and if they are available for more if needed. Firm believes in site visits at least once a week and work review.

S. Buck asked about waiver for roof slope. The engineers would review to see if it is feasible.

A. Geida asked if timelines and schedules have been met. Responsibility is on all parties; schedule needs to be agreed upon between client and firm.

R. Green question about BOE and Administrative changes that will be taking place and how it will be handled. The firm will communicate with all involved.

Adjournment at 10:10 PM.

Respectfully Submitted

Diane Weston

Recording Secretary